Design Mission Pakistan's Cloud Nomination Form for the International Visitor Leadership Program!



| Project Title | Design Mission Pakistan's Cloud Nomination Form for the International Visitor Leadership Program! |
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| Project Summary | This e-internship will contribute to the design and formulation of International Visitor Leadership Program (IVLP) nominating procedures for the U.S. Mission to Pakistan. The virtual intern will help create a new IVLP nomination form for Calendar Year 2022 nominees. |
| Country | Pakistan |

Project Description

The Public Affairs Section at the U.S. Mission-Pakistan had a process in place for several years to collect nominations on a prescribed nomination form, from different sections/agencies of the Mission via its internal SharePoint site connected to Microsoft Access. The entered nominations are then compiled into a book format for the IVLP selection committee members to review and select the most suitable candidates. The SharePoint site has several limitations that slows down the process and it's not accessible outside the State Department environment.

The selected e-intern(s) will review the existing IVLP process and suggest ways and assist in making the process more efficient and effective. The e-intern(s) will work with the Exchanges team in the creation of a new IVLP nomination form. The e-intern(s) will review the Public Affairs Section's recruitment strategy and will also provide advice on the design of a survey tool that will help collect analytics of IVLP nominees, with the goal to ensure nominees reflect the diversity of Pakistan and advancing key U.S. foreign policy goals.

Required Skills or Interests

| Skill(s) |
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| Analytical writing |
| Data analysis |
| Data visualization |
| Graphic design |
| Infographic design |

Additional Information

This internship is in the Cultural Affairs Office of the Public Affairs Section at the U.S. Embassy in Islamabad, Pakistan. The e-intern(s) will report to the Assistant Cultural Affairs Officer for Exchanges. The International Visitor Leadership Program (IVLP) brings current and emerging leaders from around the world to the United States for intensive three-week exchanges. Each year, approximately 5,000 participants on over 600 projects focus on thematic topics including U.S. foreign policy, renewable energy, conflict resolution, investigative journalism, volunteerism, rule of law, and more. Pakistan generally sends over 100 IVLP exchange participants on 20-25 projects every year. This e-internship is your chance to be a part of a meaningful monitoring and evaluation effort that will provide data for future programmatic decisions.

Specific duties also include:

- Review existing IVLP management and selection process
- Design and create new IVLP nomination form
- Suggest ways and assist in creating a new IVLP process which is simpler, more efficient and effective
- Review and design survey questions to reflect measurable indicators
- Summarize and communicate trends that support key policy and resource decisions for the Cultural Affairs Section.

Language Requirements

None